

Retention and Classification Report

Agency: State Law Library (3065)

450 South State Street
Salt Lake City, UT 84101
(801)238-7990

Records Officer

25970 Publications

AGENCY: State Law Library

SERIES: 25970

3

TITLE: Publications

DATES: 2004-

ARRANGEMENT: Chronological.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical to a printed copy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 09/16/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public